

# FINAL

**MSL COMMISSION MEETING  
9:30 A.M., OCTOBER 15TH, 2008  
PHILLIPS COUNTY LIBRARY  
PHILLIPS COUNTY, MT**

**ATTENDEES:**

Commissioners: Don Allen, Cheri Bergeron, Marsha Hinch, Ron Moody and Nora Smith. Bonnie Allen and Joyce Funda were excused.

Staff: Bob Cooper, Darlene Staffeldt, Jennie Stapp and Marlys Stark.

Visitors: Janeen Brookie, Alvina Doucette, Frank Miller, Michelle Mitchell, Bonnie Williamson and Halle Williamson

**Chairman Hinch called the meeting to order at 9:31 a.m.**

**MINUTES:**

**The minutes from the August 13<sup>th</sup>, 2008 minutes were approved as presented.**

**STATE LIBRARIANS REPORT:**

Ann Retzinger has begun her work as the new State Publications Librarian. Gerry Daumiller, the NRIS (Natural Resource Information Services) Manager has requested that he be reassigned from his current position back to his previous position as a GIS (Geographic Information Systems) Analyst. Gerry is continuing as manager while Montana State Library (MSL) is recruiting for the NRIS Manager position.

Staff has been attending the Federation meetings and presenting the talking points and ideas for the new proposed legislation. Commissioner Hinch has also been going. More information will be gathered and then a summary and detailed report will be given at the December meeting. So far indications are that most support the legislation but not necessarily the repurposing.

The potential move by the Geographic Information Services (GIS) division of the Information Technology Services Division (ITSD) of the Department of Administration (DOA) into the State Library will not be happening at this time. Due to a potential serious medical threat in the building they were occupying they had to move immediately and therefore the idea is on hold for at least 6 to 8 months.

The Talking Book Library (TBL) reminds everyone to be aware of safety issues regarding white canes since it is White Cane Safety Day today. Frank Adams recorded the voter pamphlet booklet at TBL this year.

State Librarian Staffeldt just returned from the Western Council of State Librarians/Chief Officers of State Library Agencies (COSLA) meetings in Jackson Mississippi. A lot of the discussion involved Library Services Technology Act (LSTA) funds and what the lobbyists would work on. The general consensus was to put everything in one packet and not add any new

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items. There are a lot of projects and grants but the focus needs to be on the basic library monies in the State program.

MSL is seeking volunteers to sit on a task force committee studying certification and continuing education for library directors. The goal is to have all libraries be certified or included in the certification program. The final date to volunteer is Oct. 31, 2008.

The NRIS advisory committee meeting is scheduled for November 13 from 9 to 12. In the past Commissioners Don Allen and Ron Moody served as liaisons. All commission members are encouraged to attend. Commissioner Moody will serve as liaison again this year.

The fall workshop was very successful with lots of compliments to Darlene from attendees regarding the content of the workshops, the presenters and the organizers. It was the best attended workshop to date. The sessions were completely full. Workshop subjects were very well received. The high participation was due in part to the fact that this year both mileage and 1 night lodging was able to be paid from the LSTA funds.

Jim Connor from Colorado did a week of trustee presentations in eastern Montana in September.

Commissioner Smith asked what the feedback on the proposed legislation has been. In the meeting staff members have been involved in, people seem to be okay with the legislation while they aren't all sure about the repurposing itself which would be a rule marking process. Bonnie Williamson from Havre reported that most in her Federation do not support the legislation at all. Discussion brought out that most people in that Federation are concerned about the intent and plan for the repurposing rather than the actual legislation and therefore don't support the legislation. It is important to understand that the legislation does not prevent anything but instead allows support to all types of resource sharing rather than limiting to one type. The commission decided to continue gathering and providing information as previously decided. **They will have a lengthy discussion at the December meeting when all the information is available and the coordinators are also available.**

## FINANCIAL REPORTS:

The commission reviewed the complete fiscal year 09 budget with carryover, contract and fund monies added in.

## POLICY REVIEW:

### 1. Interlibrary Loan Policy

In the recent update done, the words 'only for work related materials' was inadvertently omitted in the final version. This is a critical phrase that needs to be in the policy.

### 2. On-Call Policy

It is occasionally necessary to trouble shoot public applications available through libraries. Since the hours libraries are open involve times outside of regular MSL business hours, it is necessary to have someone on-call for those times. There are currently Montana Shared Catalog (MSC) employees that perform in an on-call basis but this policy will formalize the way on-call is handled and in addition will allow other employees to be available. **The policy will be an action item in December.**

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### 3. Conference Room Use Policy

Our conference rooms are very popular and heavily used. Outside agencies have been booking them several months in advance which results in MSL and FWP people having difficulty in scheduling the room when they need it. This policy, in conjunction with procedures that have been set down, lays out rules for use as well as outlines levels of priorities and would only allow outside agencies to book 1 month prior to their event. **The commission wanted a phrase in the policy that indicated that usage would be 'as approved by the State Librarian or designee'. This policy will be an action item in December.**

### **DIGITAL LIBRARY SERVICES:**

Jennie Stapp, the Digital Library Administrator presented the commissioners with a brief summary of some of the services provided to MSL patrons and public librarians and their patrons by the Montana State Digital Library.

They are in the process of digitizing all the state publications (which go back to 1878) in the collection. The print copies will go to the Historical Society after digitizing. The digital information will be in the Montana Memory Project because they are trying to make all the publications available and as accessible as possible. The Montana Memory Project has a new user interface and they are trying to develop better automation of uploading of the digitized information. All state publication are in WorldCat. Links are available to the Montana Memory Project in both WorldCat and MSC and the document itself is searchable not just the key words.

All public libraries have the option to become a digital depository library. They can either go to the OCLC to download the publication or link to the publication online to download. Usually the publication isn't downloaded to their archives but is listed in their catalog to download if wanted.

The Internet Archive open content alliance is making the digitized articles and publication available. Google is indexing these sites. We hope to have 660,000 pages or 5,000 documents available by the end of the fiscal year. The Internet Archive is also being used to archive Websites in the mt.gov domain. Collections have been created within Archive Montana. Searches can be done by key words and sorted by the frequency of the use of that key word. The archiving captures all links along with the archiving, including all audio and video files.

GIS Portal is an ESRI product which brings records for GIS data and is the primary catalog of GIS data in Montana. It is limited by the amount and type of metadata collected. Users of the portal can download the GIS data, link to the contributor's website and, in some cases, view the data in the portal map viewer.

The new Heritage Tracker program has been released and has over 900 plant and animal species as well as observation records. The Tracker also now includes land ownership information. Species information can be viewed in the Tracker mapping application as well as in graphical and tabular form. This information can then be exported into images, spreadsheets and/or PDF documents.

### **PUBLIC COMMENT:**

Bonnie Williamson expressed the opinion that the Federation system is broken and needs to be fixed. She feels that they don't need a coordinator. **This subject might be discussed further**

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**at the December meeting.** Bonnie also commented that she feels books themselves are still alive and will not be replaced by digital formats.

**The meeting was recessed at 12:13 and reconvened at 1:30**

## **COMMISSION GOALS AND OBJECTIVES:**

Commissioner Don Allen has still been working with the Parmly Foundation to develop an investment policy.

Commissioner Smith attended Saturday afternoon at the fall workshop and also took a tour of the Livingston public library.

Commissioner Moody attended the Lewistown Board of Trustees meeting to confer on how to manage the mill levy initiative request for the multi jurisdictional district being proposed.

Commissioner Hinch has been attending all Federation meetings that are held in the fall.

State Librarian Staffeldt is trying to arrange a conference call or web based meeting for the Broad Valleys Federation in order to discuss the proposed legislation. Commissioners need to decide if they want to update the goals which were developed in 2005. There will be a 'Nuts and Bolts' media training by Sara Groves at the December meeting.

## **ACTION ITEMS:**

1. FY2009 1st Quarter Budget

**Commissioner Smith made a motion to accept the budget as presented and the motion passed.**

2. Interlibrary Loan Policy

**A motion was made by Commissioner Bergeron to accept the amended policy as presented. The motion carried.**

## **CALENDAR:**

The commission has received offers to hold commission meetings in both Anaconda and Fort Benton. The commission would like to have a staff holiday reception during their December meeting.

## **ADJOURNMENT:**

The meeting was adjourned at 1:53 p.m.